

**National Tropical Botanical Garden  
Horticulture Assistant  
Conservation and Rare Plant  
Lawai, Kauai**

## **JOB POSTING**

We are now accepting applications for a Full Time Horticulture Assistant based at our Conservation Nursery located at our South Shore Gardens.

The Horticultural Assistant will assist in the cultivation, care and regular maintenance of rare plants in the nursery; assists with plant records one day per week, work closely with interns, volunteers, and collaborate with Horticulture and Science and Conservation departments to ensure successful transition of plants from the wild to the Nursery and from the Nursery into garden collections or into the wild.

Responsibilities include:

- Horticultural Expertise: In partnership with nursery staff, develop a wide variety of horticultural expertise to provide the best possible care of a diverse group of plants within the nursery
- Record Keeping: This position will report to the Plant Records Manager 20% of the time and will assist with record keeping, maintenance of tags, mapping plant outs in the gardens, inventorying plants in the garden, tags, data entry and various other plant records related duties
- Volunteer Coordination: Train and assist volunteers, visiting groups, and employees in managing the flow of more common species through the nursery process using best practices
- Communication and Collaboration: Contribute to critical decision making in the propagation and care of unique plant species
- Nursery Maintenance: Responsible for effective operation of the irrigation system
- Must be able to maintain safety protocols, professional standards and assist with plant distribution and sales.

Requires High School diploma or equivalent and knowledge of Kauai native plants and native plant propagation.

Schedule: Days

Pay Range: \$18.67-\$22.00 DOE

Deadline to apply for this position: Open until filled

Please submit application OR résumé and cover letter to:

National Tropical Botanical Garden  
3530 Papalina Rd.  
Kalaheo, HI. 96741  
OR: [careers@ntbg.org](mailto:careers@ntbg.org)

Phone: (808) 332-7324  
FAX: (808) 332-9765

Additional information available on our website: [ntbg.org](http://ntbg.org)

***The mission of the National Tropical Botanical Garden is to enrich life by perpetuating tropical plants, ecosystems, and cultural heritage.***

An Equal Opportunity Employer

